

CONDITIONS TO TRAVEL

Each State agency determines the necessity for travel and that such travel represents the best interest of the State and the most cost effective. Reimbursement shall not be made for meals and lodging expenses incurred within 50 miles of home or headquarters. Exceptions to this policy must be approved by your manager and the California High-Speed Rail Authority (CHSRA) Financial Office.

IN-STATE TRAVEL RULES

Applicable when State business requires an overnight stay and the employee must use the state rate for a commercial lodging establishment (hotel, motel, bed and breakfast) that caters to the short term traveler. Also used for day trips of less than 24 hours that does not include an overnight stay.

LODGING REIMBURSEMENT RATES

County	Maximum Reimbursement Rate
All Counties except as noted below	\$ 90.00 + tax & fees
Napa, Riverside & Sacramento	\$ 95.00 + tax & fees
Marin	\$110.00 + tax & fees
L.A., Orange, Ventura & Edward AFB (excluding the city of Santa Monica)	\$ 120.00 + tax & fees
San Diego & Monterey	\$125.00 + tax & fees
Alameda, San Mateo, Santa Clara	\$ 140.00 + tax & fees
City of Santa Monica	\$150.00 + tax & fees
San Francisco	\$ 250.00 + tax & fees

Note: Room tax/hotel/motel transient occupancy tax may be waived at the discretion of the lodging establishment. State representatives can request a tax exemption by completing the Waiver form –

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std236.pdf>

EXCESS (HIGHER) LODGING RATE

If employee is unable to obtain commercial lodging at the state rate, then the employee can request an excess lodging rate approval two weeks (or as soon as notified of travel) prior to leaving for the trip. An Excess Lodging form STD 255C must be submitted and approved by the employee's manager and the Financial Office. CalHR approves any lodging rate that exceeds \$150. An approved Excess Lodging request **must** be included with STD 262 claim form or CalATERS submittal.

MEALS AND INCIDENTALS MAXIMUM RATE

Reimbursement will be for the actual expense up to the maximum rate for each 24-hour period.

Meals and Incidentals	Maximum Rate
Breakfast	\$7.00
Lunch*	\$11.00
Dinner	\$23.00
Incidentals*	\$5.00

**Lunch & Incidentals cannot be claimed for a trip less than 24 hours.*

TIME FRAMES

Meals and Incidentals	Fractional Day after 24-hours	
	Trip Begins	Trip Ends
Breakfast	At or before 6 am	At or after 8 am
Lunch	At or before 11 am	At or after 2 pm
Dinner	At or before 5 pm	At or after 7 pm

Meals	Trip less than 24-hours	
	Trip Begins	Trip Ends
Breakfast	At or before 6 am	At or after 9 am
Lunch	<i>Not Allowed</i>	
Dinner	At or before 4 pm	At or after 7 pm

NOTE: Full meals included in airfare, hotel or conference fees, or otherwise provided may not be claimed for reimbursement.

OUT-OF-STATE TRAVEL RULES

Out-of-state travel includes all destinations outside of California within the United States. Out-of-state travel for Executive Staff must be approved by the Executive Director. Out-of-state travel for all other staff must be approved by the supervisor **and** the Executive Director.

Any questions regarding out-of-state travel, please contact the CHSRA Accounting Branch.

MILEAGE REIMBURSEMENT RATES

Mode of Transportation	Reimbursement Rate
Personal vehicle	\$0.545 per mile as of January 1, 2018
Personal Vehicle (State Approved Relocation)	\$0.18 per mile as of January 2018
Private aircraft	\$1.15 per mile

Trips Beginning/Ending at home

The mileage reimbursement will be for the shorter distance between home and destination or between headquarters and destination. Mileage may be computed from employee's residence when any of the following conditions are met:

- 1) Using a common carrier and travel begins or ends one hour before or after the regularly scheduled workday on a normal day off or holiday.
- 2) The mileage expense is for call back on a normal workday or overtime work on a normal day off or holiday.

TRANSPORTATION

Reimbursement for transportation expenses will only be for the method of transportation that is in the best interest of the State considering both direct expense and the employee's time. When an employee chooses a method of transportation that is **NOT** considered to be in the best interest of the State (i.e. driving a personal vehicle instead of flying) reimbursement will be the lower amount.

RECEIPT REQUIREMENT

	Receipt	No Receipt
Lodging	x	
Meals	x	
Airfare, Rental Cars	x	
Train	When cost exceeds \$25	
Gas for Rental / State Vehicles	x	
Parking, Shuttles	When cost exceeds \$10	

RECEIPT REQUIREMENT (continued)

Keep all receipts in an envelope until your claim is filed. **Original receipts** must be submitted with your travel claim. Receipts may be subject to audit. When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of their actual expenses for tax purposes. You are responsible for your own travel arrangements and your own claim. All travel and business expenses are to be incurred as a result of conducting State business and are subject to review/verification by the CHSRA. Be sure your claim form is complete and submit it timely with all required documents attached to your travel expense claim.

RENTAL VEHICLES

Enterprise Rent-A-Car is the State's primary vendor. Employees are responsible for obtaining the state contracted base rate and **refueling the vehicle prior to return**. Effective 01/01/16, the auto rental base rate per day is \$33.00. Car rental must be booked through CONCUR or the CalTravelStore. Employee must have a valid driver's license and a form of State ID when picking up the vehicle. If the rental rate exceeds the base rate or a refueling charge was incurred, a justification form must be completed. Find form at

<http://www.dgs.ca.gov/travel/Forms.aspx>

STATE VEHICLES

You must be an active California state employee to use the Vehicle Reservation application. When you pick up the vehicle, you must present a valid driver's license and a Department of General Services (DGS) OR a valid Agency Billing Code. A vehicle may be picked up and returned to the Sacramento State Garage.

Vehicle Pick Up Hours: 7a.m.-5p.m., Monday-Friday, excluding state holidays.

Vehicle Return Hours: 6a.m.-7p.m., Monday-Friday, excluding state holidays.

AIRLINE TRAVEL

Flights for any business trip for the state must be booked by CONCUR or CalTravelStore.

CHSRA/Concur contact: Jesse Saldana
916-403-2680

Jesse.Saldana@hsr.ca.gov

Travelstore Phone Contact/Hours
877-454-8785 or 916-376-3978
8:00am to 5:00pm Mon - Fri

PARKING AT THE AIRPORT

Employees parking at airports **must use the economy parking** or adequately justify excessive parking charges.

Per the CalHR PML 2011-044, all travel expenses must be included in Travel Expense Claim, even those with no out-of-pocket costs.

This brochure should be used as a guide and overview only. Additional details may be obtained by contacting the Financial Office.

Additional Information and Links:

The Kiosk

https://cesteamsites.ces.ca.gov/sites/hsr/Kiosk/_layouts/15/start.aspx#/SitePages/Home.aspx

CalHR Travel Rules and Forms

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

CONCUR

www.caltravelstore.com and click on CONCUR

To create a CONCUR profile or if you have questions, contact Jesse Saldana at 916-403-2680.

CAL-Travelstore

(916) 376-3978

www.caltravelstore.com

IMPORTANT FORMS

- [Travel Expense Claim - STD 262 \(PDF\)](#)
- [Hotel/Motel Transient Occupancy Tax Waiver - STD 236 \(PDF\)](#)
- [Excess Lodging Rate Approval \(with Attachment\) - STD 255C \(PDF\)](#)
- [Authorization to Use Private Owned Vehicle on State Business - STD 261 \(PDF\)](#)
- [Insurance Verification & Authorization to Operate Privately Owned/Rented/Leased Aircraft on State Business - STD 265 \(PDF\)](#)



Travel Expense Reimbursement Guide

A Summary of the State of California's Travel Program

ADMINISTERED BY THE CALIFORNIA
DEPARTMENT OF HUMAN RESOURCES
(CalHR)